



Platinum WIC  
Participant Centered Services



## Academy for Participant-Centered Leadership (APL)

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### APPLICATION FOR 2012-13

Are you looking for an opportunity to improve your WIC site and develop new leadership skills? Do you have talented staff you would like to see grow in their leadership capacity? If yes, we are pleased to offer you the opportunity to participate in the third year of the APL Program. Since its inception two years ago, eighty-two WIC staff members from thirty-six different local agencies representing all ten regions have participated in the APL program.

The APL program is an excellent way to enhance Platinum WIC participant-centered services (PCS). This program provides mentoring, leadership training, and technical assistance for APL trainees as they work with their colleagues and managers to enhance the local agency environment. Designated State WIC APL consultants provide coaching and support as trainees plan, implement, and evaluate a platinum project. These projects are designed to address one or more of the eight domains from the Platinum WIC model: Site Environment, Employee Training, Worksite Wellness, Partnerships, Cultural Competency, Leadership and Training, Education, and Engaged Staff. Projects to date include gathering customer input, improving work processes, implementing site improvements, and strengthening WIC teams to provide improved services.

For the APL Class of 2013, we are seeking frontline employees such as WNAs, site managers, phone staff, clerks and educators. Directors, Managers and Supervisors act as sponsors, and support their trainees by providing space, equipment, time, guidance and feedback; and by encouraging trainees to share information at appropriate levels within the organization.

#### Application Process

The following pages include a program overview, program schedule, and an application with directions for submission.

**The completed application package is due via email June 30, 2012.** Individuals will be informed of their acceptance into the program by July 31, 2012. This year's Academy will run from October 2012 to September 2013.

#### **QUESTIONS?**

Contact [Delfina.Shelomenseff@cdph.ca.gov](mailto:Delfina.Shelomenseff@cdph.ca.gov)  
or (916) 928 8541

APL activities and resources include workshops, webinars, technical assistance, and mentoring in both leadership concepts and practical application to support APL program participants as they become change leaders for their agencies. WIC Directors or Managers whose staff is participating receive APL program orientation and mentoring.

## ***Workshop #1: Getting Ready for APL***

You will receive an introduction to APL, personalized feedback on how you see yourself and others, and how they may see you, and project planning guidelines. You will explore the challenges to make lasting changes and identify how you and your work team might achieve desired outcomes. All of this will guide you as you begin to think about your plan for completing your Platinum WIC project.

## ***Between Workshops***

Through webinars, site visits and phone conferences with your APL consultant, you will receive direction and technical assistance to define and manage your Platinum WIC project, and introduce it to your director or manager and other staff at your agency.

## ***Workshop #2: On the Way to Platinum Service***

During this workshop, you will continue developing your Platinum WIC project plan, tailored to your WIC agency. You will share what is going well and what could be better with your projects and receive feedback from each other. You will discover your communication style and explore how to communicate with members of your WIC team who have different communication styles. You will have the opportunity to learn or enhance your presentation skills.

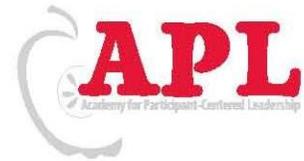
## ***Workshop #3: Keeping it Going***

You will present your Platinum WIC project by sharing your implementation strategies and outcomes achieved. You will discover how to keep your efforts going to build on your success.

## ***Recognition***

Academy participants will receive certificates of completion upon approval of their submitted Platinum project. Completed platinum projects will be listed on the Platinum WIC webpage at [www.wicworks.ca.gov](http://www.wicworks.ca.gov).

# APL PROGRAM SCHEDULE



## **MAY - JULY 2012**

- Application process
- Sites and participants selected and notified

## **OCTOBER 1, 2012**

- APL Orientation for Directors and Managers - Uetco gpvq."Ucvq"Y KE"Vtcklpi "Egpyt  
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## **OCTOBER 23-25, 2012**

- Leadership Workshop #1 - Sacramento, State WIC Training Center

## **DECEMBER 7, 2012**

- Webinar – morning

## **JANUARY - MAY 2013**

- Site visits with APL Consultants

## **FEBRUARY 26-28, 2013**

- Leadership Workshop #2 - Sacramento, State WIC Training Center

## **JUNE 7, 2013**

- Webinar – morning

## **SEPTEMBER 11-12, 2013**

- Leadership Workshop #3 - Sacramento, State WIC Training Center

## Section I - General Information



Name	
Organization	
Current Job Title/Position	
Work Address	
Work Phone/Ext.	
Work Fax	
Work Email	

### Education and Training

Highest Degree You Have Earned	
Year Degree Earned	
Major Study	

## Section II - Background/Work Information



Dates at current organization	
Dates at current position	
Typical work hours per week	

### Direct Supervisor's Information

Name	
Title	
Phone	
Address	
Email	

**Please describe your major responsibilities in a few sentences:**

## **Section III - Descriptive Data**

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**Why would you like to participate in the APL program?**

**What do you like most about your current job?**

**What are the most challenging aspects of your current job?**

**Why should your supervisor and agency support your participation in the APL program?**

## Section IV - Commitments



### Applicant Commitment

As an applicant for the APL training, I am willing and able to make the following commitments if accepted:

1. I will commit the time necessary for all APL activities and the completion of a Platinum WIC project – a minimum of 16 hours per month, excluding workshops.
2. I will complete all self-assessments and assignments.
3. I will attend the leadership workshops which will be held in Sacramento:
  - a. October 23-25, 2012
  - b. February 26-28, 2013
  - c. September 11-12, 2013
4. I will participate in the following Webinar trainings (60-90 minutes each):
  - a. December 7, 2012
  - b. June 7, 2013
5. I will work with State Training staff that will provide technical assistance through site visits, email, and phone conferences.

Applicant Name \_\_\_\_\_

Local Agency Name \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## Section IV – Commitments



### WIC Director Commitment

As the WIC Program Director, I am willing and able to make the following commitments to support this applicant if accepted for the APL training:

1. I will make available the time necessary for the completion of all APL activities and a Platinum Project. This will include time spent working with other staff members – a minimum of 16 hours per month, excluding workshops.
2. I will arrange for the applicant's attendance at all leadership workshops and webinars.
3. I will attend the APL orientation meeting designed specifically for Directors and Managers of APL program participants on October 8, 2012 in Sacramento.
4. I will provide the following to allow applicant's participation in all APL activities:
  - a. workspace accommodation that allows Webinar and conference call participation,
  - b. computer with email access,
  - c. either a good quality headset and/or microphone and speakers, OR a telephone line which will allow long distance calls,
  - d. IT support to learn how to use and test the audio features prior to the first webinar.
5. I will work with the APL Consultant to develop staff and support the completion of the Platinum WIC project through site visits, emails, phone conferences and/or webinars.

Applicant Name \_\_\_\_\_

Local Agency Name \_\_\_\_\_

WIC Director Name \_\_\_\_\_

WIC Director Signature \_\_\_\_\_ Date \_\_\_\_\_

## Section V - To Be Completed By Your Supervisor



How will participating in the Academy for Participant centered Leadership compliment development goals for this applicant?

What strengths will the applicant bring to the Academy?

Supervisor's Name	
Title	
Phone	
Email	

## Submitting Your Application



**PLEASE REVIEW YOUR APPLICATION FOR COMPLETENESS!**

**Your Completed Application Package is due no later than June 30, 2012.**

Applications must be emailed to State WIC by your WIC Director to confirm that your supervisor is aware of your application. Please ask your director to use the words “APL Application” and your agency’s name in the subject line.

### **IMPORTANT:**

Please **DO NOT FAX OR MAIL** your application.

Send the documents as an **EMAIL WITH ATTACHMENTS** to

**[Delfina.Shelomenseff@cdph.ca.gov](mailto:Delfina.Shelomenseff@cdph.ca.gov)**

An email acknowledgement will be sent within three days to your WIC Director indicating that your application has been received.

**If no acknowledgement is received, please contact Delfina at [Delfina.Shelomenseff@cdph.ca.gov](mailto:Delfina.Shelomenseff@cdph.ca.gov) or (916) 928-8541.**

Your director will be notified of your acceptance into the program by  
**July 31, 2012**